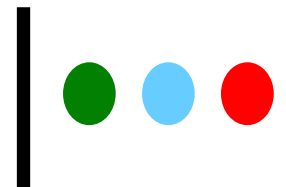


Disaster Procedures for Child Care

November, 2003



Healthy Child Care Washington
PO Box 47880
Olympia, WA 98504
Phone number 360-236-3560



Emergency Communication

Emergency: 911

Out of State Contact Number: _____

Payphone located: _____

Child Care Phone Number: _____

Staff Cell Phone Numbers:

1. _____

2. _____

3. _____

4. _____

Licenser Phone Number: _____

Insurance Agent Phone Number: _____

Public Health Nurse Phone Number: _____

BIOTERRORISM

- Do not touch, smell or taste unknown substances.
- Cover with paper, trash bin, clothes.
- Evacuate and close off the room.
- Mark the room as “dangerous”.
- Wash hands thoroughly.
- Call **911**.
- Make a list of all staff and children present in the room to provide to local health authorities and police.

NOTES

[illegible]

WINTER STORM

Tune Radio to:_____for weather updates.

Winter Storm Watch: Conditions present that could cause weather emergency.

Winter Storm Warning: Severe weather expected and precautions should be taken.

- Close center early, if possible.
- Make sure all children and staff has several layers of warm and dry clothing.
- Access your reliable and safe alternate heating and light source.

Lightening: Stay indoors, avoid electrical appliances and plumbing.

If outdoors: Crouch in small groups under tree growth away from water, hilltops, beaches, small isolated structures.

EARTHQUAKE

- **Drop, Cover and Hold** under heavy furniture or near load bearing wall.
- When the shaking stops, evacuate to predetermined area. Bring emergency kits with you.
- Account for all children.
- Assess injuries.
- Call **911**, if needed.
- Treat injuries within your guidelines.
- Assess damage to building and rooms. Determine if need to turn gas and water heater off.
- Phone out-of-state contact with status and on-going plan.

FINANCIAL RIGHTS

Insurance Company Name and Number: _____

Financial disaster assistance is available through the Federal Emergency Management Agency.

Begin Disaster Log: _____

VOLCANO

- Tune Radio to _____ for updates.
- Follow all evacuation instructions.
- Bring emergency kits when you evacuate.
- Access masks and goggles. Assure that children and staff with lung conditions apply them.
- Stay inside. Seal windows and doors.
- Keep roof clear of more than 4" ash. Change outside clothes and shoes before coming into the building.
- Limit travel.

VIOLENCE

- Assess life/safety issues immediately.
- Implement “Evacuate” or “Lock-Down” procedures with crisis communication system.
- Phone 911.
- Provide immediate emergency medical care.
- Account for all children.

FIRE

- Drop, Crawl, head down and small breaths, if needed.
- Phone 911. Give address and cross streets.
- Evacuate building to pre-designated place. Bring Emergency Kits with you.
- Account for all children.
- Begin phoning emergency contacts, if needed.

HAZARDOUS MATERIALS

Evacuate:

When emergency broadcast system or “reverse 911” announces evacuation, follow route and destination information.

Shelter-in-Place:

- Shut down ventilation system.
- Confine all children and staff to a room with fewest doors and windows. Bring emergency kits with you.
- Account for all children.
- Tape off and seal doors
- and windows.
- Tune radio to _____ for updates of situation.
- Phone emergency contact so parents can access information.
- Use telephone as little as possible.

TSUNAMI & FLOODS

Tune Radio to _____ for updates. Follow all evacuation instructions.

Tsunami:

- Know evacuation route.
- Evacuate to 50 feet above sea level.
If no time, go to highest level of building you are in.
If on the beach, go inland as far as possible.
- Bring emergency kits with you.

Flood:

Flood Watch: Flooding is possible and be on alert.

Flood Warning: Flooding is imminent and necessary precautions should begin.

- Evacuate to predetermined site.
- Bring disaster kits.
- Evacuate children and staff from immediate area.

TORNADO

Tune radio to _____ for updates.

Tornado Watch: Tornado is likely

Tornado Warning: Tornado has been sighted.

- Follow evacuation instructions.
- Evacuate to underground area or interior area on the lowest floor away from windows.
- Bring radio, telephone and emergency kit with you.
- If outdoors, shelter in low lying area, like a ditch.

MISSING CHILD

Search the facility: look in places child may hide, look in bodies of water that are nearby.

Attempt confirmation that child is with family.

Prompt **911**: Give description of clothing, last time seen and location.

POWER OUTAGE

Tune radio to_____.

- Access safe and reliable secondary source of lighting.
- Account for all children.
- Unplug all appliances, stereos and computers, and turn off all lights.
- Leave one light “on” to signal when power returns.
- Keep refrigerator and freezer doors closed.
- Access your emergency kits for food and water.
- Access hard-wired phone.
- Phone emergency contacts with plan.

TERRORISM

Bomb Threat

- Stay on the phone as long as possible.
- Signal another staff person to call 911.
- Begin evacuation.

Get as much information about bomber as possible:

Who are they?

Where are they?

Where is the bomb?

When is it going to go off?

What does it look like?

Why did they plant a bomb?

- Listen for background noises and voice traits.
- Leave when caller hangs up or you feel immediate danger.